

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-628A

OPEN PERIOD:

11/30/2009 – 12/14/2009

JOB TITLE:

Aircraft Maintenance
Coordinator

PAY GRADE AND SERIES:

GS-1101-11

PAY RANGE:

\$66,562 - \$86,525

POSITION LOCATION:

Moffet FAF, CA.

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS

PDCN #: 80404000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-7 through E-8.

Compatible Military Grade Assignment: AFSC 2A590.

Key Requirements:

THIS IS AN INDEFINITE POSITION

Selectee may be non-competitively converted to permanent status if/when funding becomes available

This position is located within an Air National Guard flying unit, Aircraft Generation Squadron. Its purpose is to serve as the Aircraft Maintenance Coordinator, with responsibility for the overall maintenance effort on the flightline to include work operations performed by two or more distinct organizational units and controlled by a number of separate supervisors. The position does not have supervisory duties or responsibilities.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) is NOT authorized, based on a determination that PCS move IS NOT in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience in clerical, administrative, or technical work which provided the applicant with experience in applying rules, regulations, and procedures; extracting data or information from various sources; e.g. reports, for such purposes as maintaining records, consolidating or preparing report; and the ability to communicate effectively with others.

Aircraft Maintenance Coordinator GS-1101-11: Must have 36 months of specialized experience which demonstrates the ability to implement and ensure compliance with a variety of Air Force regulations and requirements, technical and equipment specific manuals along with Maintenance Operating Instructions; experience in utilizing sound judgment to interpret, adapt, or extend guidelines; experience analyzing results and making recommendations for changes; experience devising or testing new work methods, procedures, and guidelines; experience in performing assigned duties with minimal guidance, conferring with supervisor to set overall objectives, and adjusts any conflicting priorities; experience in analyzing, planning, organizing, and coordinating aircraft maintenance tasks and, independently, resolves conflicts and resource shortages; experience in resolving a variety of conventional maintenance production problems and situations by selecting or adapting formal work methods and procedures; experience in achieving or maintaining desired production levels of mission capable aircraft that meet or exceed the original scheduling requirements established by customers; experience in interfacing with employees in the same unit and outside the immediate organization; experience in planning, coordinating, and advising on production efforts or resolve maintenance problems by influencing or motivating maintenance production and support personnel toward a common goal.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of Integrated Maintenance Data System, Technical orders and regulations pertaining to Aircraft Maintenance.
2. Knowledge of Quality Assurance to the level at which you can demonstrate compliance with Air Force directives and guidelines for safe maintenance practices.
3. Knowledge of dual weapon system employment complexity and the generation requirements to meet Emergency War Order or contingency plans for State Emergencies or Natural Disasters.
4. Knowledge of the maintenance, modification, and repair of various types of complex aviation components and equipment on a combat or strategic fixed wing aircraft.
5. Knowledge and ability to observe and analyze production operations to determine if schedules are being followed, improved upon, and to determine the causes of production delays and taking corrective actions to increase production.
6. Knowledge and understanding of the capabilities of equipment possessed by specialist to ensure all maintenance and production goals are attained expeditiously and economically with no degradation to the training or mission objectives.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER